

OFFICE OF THE DISTRICT & SESSIONS JUDGE, YAMUNA NAGAR AT  
JAGADHRI.

**EMPLOYMENT ADVERTISEMENT**

Applications are invited for filling up **03 (three) posts of Stenographers Grade-III (General Category)** at the rate fixed by the Deputy Commissioner, Yamuna Nagar from time to time on **ad hoc** basis against the vacant posts of Stenographers Grade-III for a period of six months or till the regular appointments are made by the Hon'ble Punjab & Haryana High Court, Chandigarh whichever is earlier. The number of vacancies may increase or decrease due to creation/ withdrawal of Courts or otherwise.

**QUALIFICATION**

- (a) A person who possesses a degree of Bachelor of Arts or Bachelor of Science or Bachelor of Commerce or equivalent thereto from a recognized university.
- (b) The candidate shall have to pass a test at a speed of 80 WPM in English Shorthand and 20 WPM in transcription of the same on computer. The candidate should have proficiency in operation of computers (word processing and spread sheets).

**AGE LIMIT**

No person shall be recruited to the service if he is less than 18 years or is more than 42 years of age as on 1st January, 2020. Upper age limit is relaxable as per instructions of Hon'ble High Court and as prescribed by the Haryana Government from time to time.

**LAST DATE**

The last date for Receipt of the applications in the office of undersigned i.e. **The District & Sessions Judge, Judicial Courts Complex, Sector-17, HUDA, Jagadhri, Distt. Yamuna Nagar** shall be **27.02.2020 by 5:00 PM**. No application received thereafter shall be entertained in any case. Delay on the part of postal authorities shall not be a ground for entertaining the applications received after due date.

**Shorthand test shall be conducted in Judicial Courts Complex, Sector-17, HUDA, Jagadhri, Distt. Yamuna Nagar on 01.03.2020 (Sunday) at 11:00 AM. All the candidates should reach the Judicial Courts Complex, Sector-17, HUDA, Jagadhri, Distt. Yamuna Nagar by 9:00 AM positively. The candidate shall bring their ID proof alongwith original certificates with respect to their academic qualification etc. No separate letter will be issued.**

The applications, on plain paper with recent passport size photograph of candidate affixed thereon containing full particulars i.e. name, father's/husband's name, date of birth, sex, educational qualification, category, permanent address, present postal address, experience, if any, alongwith attested copies of the relevant certificates besides two self addressed properly stamped envelopes should reach this office either by registered post or by hand well before the closing date i.e. 27.02.2020 by 5:00 PM.


The incomplete applications and filed without photographs, envelopes and attested copies of the relevant certificates shall be straightway rejected without any information to the candidate.

No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after 27.02.2020 by 5:00 PM.

The candidate qualifying the shorthand test will be subjected to proficiency test in operation of computers, through written test.

No TA/DA is admissible to any candidate appearing in the test for the post of mentioned above.

Dated: 12.02.2020.

  
(Deepak Aggarwal)  
District & Sessions Judge,  
Yamuna Nagar